
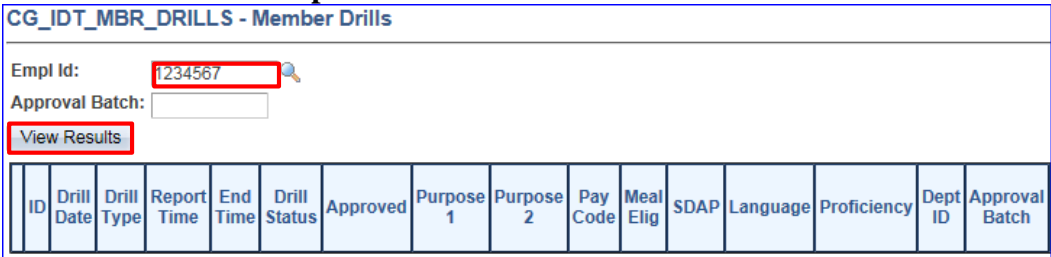
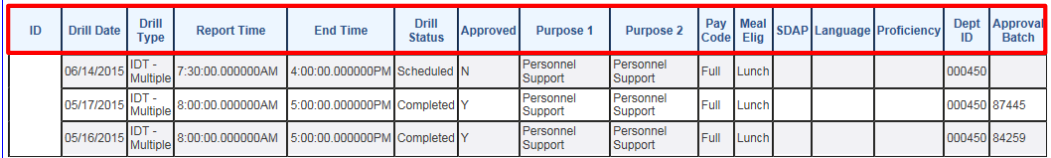


Self Service for Command - View Member Drills

Introduction This guide provides the procedures for commands to View Member Drills in Direct Access. This report identifies a complete listing of a Reserve member's Inactive Duty for Training (IDT) and the current status entered in Direct Access.

Reference [CG Reserve Policy Manual, COMDTINST M1001.28\(series\), Chapter 2](#)

Procedures See below.

Step	Action
1	<p>Locate the Reserve Administration pagelet and select View Member Drills.</p> 
2	<p>Enter the member's Empl ID and click the View Results button.</p> 
3	<p>All IDT Drill information entered in Direct Access for the current Calendar Year (CY), will be identified by category. The results may be downloaded into several formats for sorting.</p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (41 kb)</p> 

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Self Service for Command - View Member Drills, Continued

Reference,
continued

Step

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The data fields **ID** through **Approval Batch** identify data entered in Direct Access from initial entry to command approval.

The current status of the IDT can be identified by the **Drill Status** and **Approved** categories.

	ID	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP	Language	Proficiency	Dept ID	Approval Batch
1		05/16/2015	IDT - Multiple	7:30:00.000000AM	4:00:00.000000PM	Scheduled	N	Personnel Support	Personnel Support	Full	Lunch				000450	
2		04/21/2015	RMP	8:00:00.000000AM	5:00:00.000000PM	Scheduled	Y	APPROPRIATE DUTY FOR COMPLETIN		Half	None				000450	
3		04/19/2015	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	N	Personnel Support	Personnel Support	Full	Lunch				000450	78855
4		04/18/2015	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	Personnel Support	Personnel Support	Full	Lunch				000450	78853
5		03/22/2015	IDT - Multiple	7:30:00.000000AM	4:00:00.000000PM	Completed	Y	Personnel Support	Personnel Support	Full	Lunch				000450	52385

Drill Status/Approved	Definition
Scheduled/N	Scheduled/Not Approved by Command
Scheduled/Y	Scheduled/Approved by Command
Completed/N	IDT Completed/Forwarded to SPO for action
Completed/Y	IDT Completed/Approved by SPO for pay/allowances

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The data fields from **Last Updated User** through the **As Of** date identify the processing steps completed for each drill.

Last Updated User	Last Updated By	Last Updated	Schedule Approval	Schedule Requested By	Schedule Approve User	Schedule Approved By	Schedule Approved On	Pay Approval	Pay Approval User	Pay Approved By	Pay Approved On	OTPI Calendar	OTPI Units	OTPI Created On	Paid In Pay Cycle	Identified In Pay Cycle	Pay Amount	As Of
1234567	Walt Disney	02/26/2015 3:12:08PM	Approved	Minnie Mouse	2223333	Donald Duck	02/23/2015 8:41:53AM	Approved	7654321	Walt Disney	02/24/2015 12:11:23PM	CG RSV 2015M02E	2.000000	02/26/2015 3:12:07PM	C115030	C115030	282.920000	05/26/2015 2:30:15AM

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Reference,
continued

Step

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Action

See the table below for field descriptions

Last Updated User	Last Updated By	Last Updated	Schedule Approval	Schedule Requested By	Schedule Approve User	Schedule Approved By	Schedule Approved On	Pay Approval	Pay Approval User	Pay Approved By	Pay Approved On	OTPI Calendar	OTPI Units	OTPI Created On	Paid in Pay Cycle	Identified in Pay Cycle	Pay Amount	As Of
1234567	Walt Disney	02/26/2015 3:12:08PM	Approved	Minnie Mouse	2223333	Donald Duck	02/23/2015 8:41:53AM	Approved	7654321	Walt Disney	02/24/2015 12:11:23PM	CG RSV 2015M02E	2.000000	02/26/2015 3:12:07PM	C115030	C115030	282.820000	05/26/2015 2:30:15AM

Field	Description
Last Updated User	Empl ID of last person to view/edit IDT
Last Updated By	Name of last person to view/edit IDT
Last Updated	Date/Time IDT last viewed/edited
Schedule Approval	Scheduled IDT is Pending or Approved
Schedule Requested By	Name of person initially entered IDT
Schedule Approved User	Name of person Approved IDT
Schedule Approved On	Date IDT Approved
Pay Approval	Completed IDT is Pending or Approved
Pay Approval User	Empl ID of person Approved IDT for Pay
Pay Approved By	Name of person Approved IDT for Pay
Pay Approved On	Date/Time IDT Approved for Pay
OTPI Calendar	One Time Positive Input (OTPI) Calendar
OTPI Units	Identifies number of Drills completed
OTPI Created On	Date OTPI created by SPO
Paid in Pay Cycle	Pay cycle when IDT paid C115030 : C1 (Calendar 1), 15 (year), 03 (month), 0 (mid-month), 1 (end-month) Example: C115030 = 2015 March Mid-month, C115031 = 2015 March End-month
Identified in Pay Cycle	Pay cycle payment documented C115030 : C1 (Calendar 1), 15 (year), 03 (month), 0 (mid-month), 1 (end-month) Example: C115030 = 2015 March Mid-month, C115031 = 2015 March End-month
Pay Amount	IDT Base Pay amount to be paid
As Of	Date system updated IDT status

